

Google Docs



Upload, Share, and Create



Uses



- Share Projects with co-workers or students can work on the same assignment without being in the same room.
- Store documents or files
- Create documents, presentations, spreadsheets, forms, and databases online



Browser

- Please be sure to look for the Google Chrome Logo on your desktop.

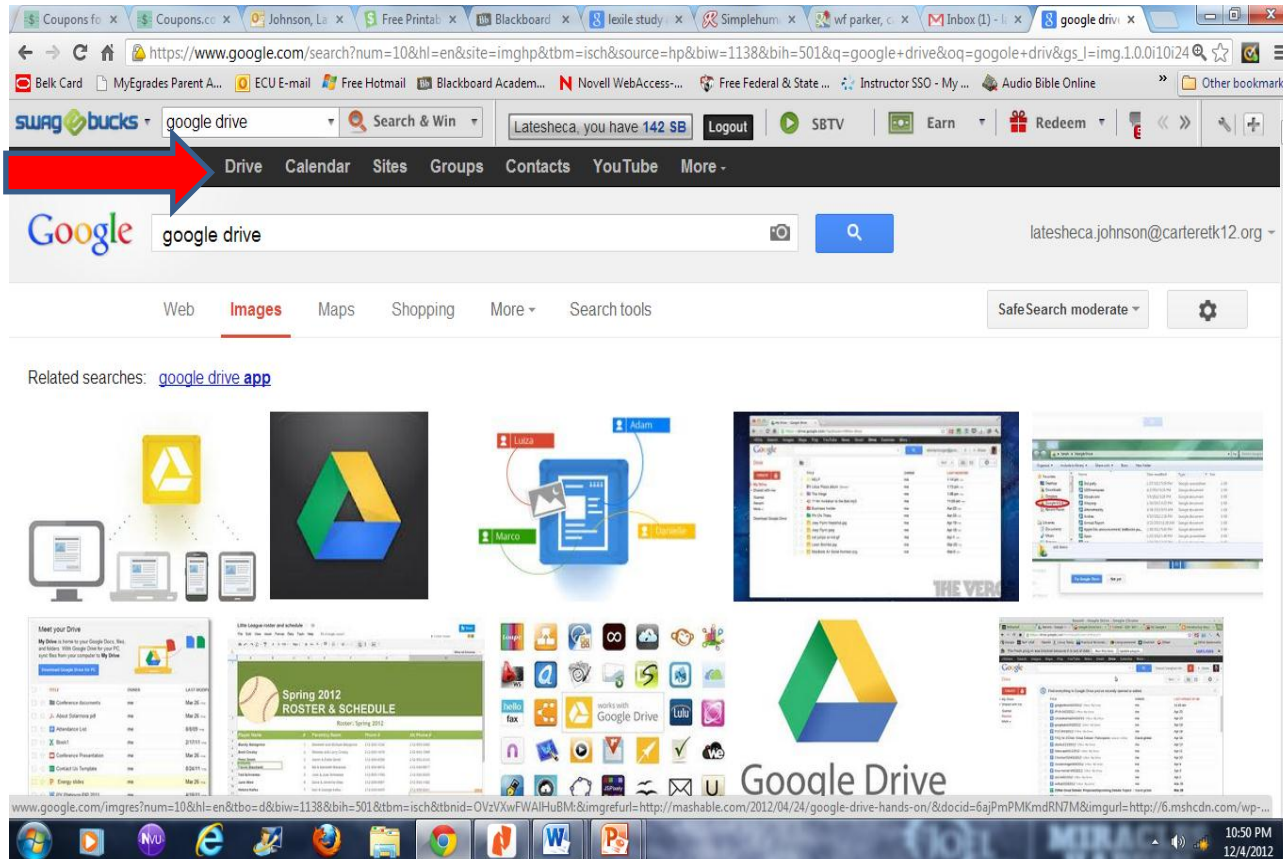




Drive



- Store documents for access anywhere.



Yes, for those of you with Ipads, there is an App.

Share

- You can share information with anyone as long as you have the e-mail address.

The screenshot shows a web browser window with multiple tabs. The active tab is a Google Docs document titled "Copy of iPad Lab Procedures.docx". The address bar shows the URL: <https://docs.google.com/a/carteretk12.org/file/d/0BwHdztvCkKjeMDBIUfVJZ09uWHc/edit>. The document interface includes a menu bar (File, Edit, View, Help) and a toolbar with various icons. A red arrow points to the "Share" button in the top right corner. The document content is displayed in a two-column layout. The left column contains a table of contents with a blue border. The right column contains the main text of the document, which includes sections for "iPad Mobile Lab Procedures" and "Responsibilities of Teachers".

Copy of iPad Lab Procedures.docx ☆ ■

File Edit View Help

latesheca.johnson@carteretk12.org

Share

Search the document.

iPad Mobile Lab Procedures September 24, 2012

iPad Mobile Lab Procedures:

The iPad cart is a mobile lab available for classroom use.

The Mobile iPad Cart Guidelines are to be used in conjunction with the "Acceptable Use Policy."

Since the cart is being shared school-wide, the sign out system must be used to schedule the cart. Each grade level has a day to sign out the cart for use. Most Mondays will be available for a "first come, first serve" basis.

The cart should be locked with the pegs when not in use. You should not need to charge iPads during the day.

Responsibilities of Teachers

- Teachers are responsible for the iPad cart: moving the cart, locking and unlocking the cart (with the metal rods on the side), and making sure all iPads are returned to the designated secure location and are locked safely in the cart at the end of the usage. **If the iPad cart cannot be returned to the lab before dismissal, and/or you have to leave the iPad cart or any iPads in your room, your room must stay locked!**

Questions and ideas

- Questions?
- Team activity. Get into groups based on subject. Think of other ways you can use Google Docs.

Image Information

:

- <http://www.usstoragesearch.com>
- http://news.cnet.com/8301-17939_109-10357137-2.html